

From: "Gause, Karen" <Karen.Gause@shelbycountytn.gov>
To: astewa59@uthsc.edu
"Springfield, Demetria" <Demetria.Springfield@shelbycountytn.gov>
"Greer, Carolyn" <Carolyn.Greer@scdag.com>
"Sharon Walker" <swalker@memphiscrime.org>
"James, Mattie" <Mattie.James@shelbycountytn.gov>
"Bortters, Tabatha" <tbortter@uthsc.edu>
"William L. Gibbons \\\(wgibbons\\)" <wgibbons@memphis.edu>
Date: 6/13/2018 12:13:14 PM
Subject: RE: Assessment Center Update Meeting Request

Good morning all,

At the request of Director Griffin, I am contacting you to schedule time for a meeting with the individuals listed in the email below. Director Griffin has proposed meeting Tuesday, July 3, 2018, from 2-3pm here at 160 N. Main St. Please advise at your earliest convenience if this date and time works. Thank you.

Sincerely,

Karen D. Gause



Karen D. Gause
Executive Assistant to the Director
Director's Office
160 N. Main, Suite 250
Memphis, TN 38103
Off: 901.222.2086 | Fax: 901.222.4316



From: Young, Dorcas
Sent: Thursday, June 07, 2018 4:08 PM
To: 'Amy.Weirich@scdag.com'; 'astewa59@uthsc.edu'; 'wgibbons@memphis.edu'; 'Michael.Rallings@memphistn.gov'; Luttrell, Mark; Michael, Dan
Cc: Lipford, Stanley; Gause, Karen; Springfield, Demetria; 'Greer, Carolyn'; 'Sharon Walker'; James, Mattie; 'Bortters, Tabatha'
Subject: RE: Assessment Center Update Meeting Request

Hi All,

As I cannot find a time to accommodate everyone for next week, I am going to propose that I work with Dr. Stewart within the next few days to develop some written plans, action steps and propose some solutions for some lingering questions. We will likely be able to share that by email before we can actually get the meeting scheduled.

I will work with each of your administrative assistants to find a time that works for each of you. We will scrap plans for the 11th and 12th at this time. We will be in touch very soon to get a face to face meeting worked out.



Dorcas Young Griffin

Division Director

160 N. Main, Suite 250

Memphis, TN 38103

Off: 901.222.3992 | Fax: 901.222.4316



From: Young, Dorcas

Sent: Wednesday, June 06, 2018 6:15 AM

To: 'Amy.Weirich@scdag.com'; 'astewa59@uthsc.edu'; 'wgibbons@memphis.edu'; 'Michael.Rallings@memphistn.gov'; Luttrell, Mark; Michael, Dan

Cc: Lipford, Stanley; Gause, Karen

Subject: Assessment Center Update Meeting Request

Importance: High

Good Morning,

Mayor Luttrell has requested that we schedule a meeting with a few identified key operating partners to meet to discuss some next steps in the beginning phases of the assessment center development and operation. We have made some significant progress with key legislation that has been passed, as well as a budget that is currently being considered before the Shelby County Board of Commissioners. We also have had some significant discussions around identified space for the initial start of the assessment center. As such it is important to make some decisions about how we will need to move forward to begin work on July 1st.

We would like to look at either Monday June 11th at 1pm or Tuesday June 12th at 4pm for the meeting here in our offices at the Shelby County Administration building. Please let me know as soon as possible your availability for either of these times so that we can get it scheduled.

We are slowly, but surely moving this forward and look forward to meeting with each of you soon.



Dorcas Young Griffin

Division Director

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